

CALIFORNIA ALL INCIDENT REPORTING SYSTEM (CAIRS)

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CAL FIRE incident reports will be completed on the California All Incident Reporting System (CAIRS). This web-based system is designed as a tool to be used by CAL FIRE to report and maintain computerized records of fires and all other incidents, such as medical emergencies, automobile accidents, lost hikers, hazardous material spills, train wrecks, floods, and earthquakes where CAL FIRE has jurisdiction by statute and/or contract. For more information on CAIRS and for detailed procedures for using this system, see the [CAIRS Intranet Site](#) or the help menu of the web-based tool.

The following are requirements for the administration of all incident reports through CAIRS:

REPORT ADMINISTRATION

1. All incident reports are due in the CAIRS web-based system within "seven calendar days" of the control of the incident.
2. The Emergency Activity Reporting System (EARS) database will be maintained for historical purposes only.
3. Reports can be corrected and audited until February 1st of the following year, at that time the CAIRS database will be locked down.
4. Cause determination and Dollar Damage must be updated after determination.

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